



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

OCT 15 2009

MEMORANDUM FOR UNDER SECRETARY OF NAVY

SUBJECT: Charter Renewal – Secretary of the Navy Advisory Panel

The charter for the Secretary of the Navy Advisory Panel is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the Panel's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Panel's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Ensuring that the Secretary of the Navy Advisory Panel's Designated Federal Officer (DFO) attends all the meetings;
- (b) Ensuring that the DFO and the Panel fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
- (c) Providing adequate support to the Panel and its membership;
- (d) Ensuring that the Panel members are appointed according to DoD policy, and that they do not serve on the Panel until all personnel and ethics paperwork has been processed by the appropriate offices;
- (e) Ensuring that neither the Secretary of the Navy Advisory Panel nor the Panel's membership is unduly or inappropriately influenced by federal employees or any special interest;
- (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquiries.

If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.


Michael L. Rhodes
Acting Director